

IN THE UNITED STATES BANKRUPTCY COURT
FOR THE NORTHERN DISTRICT OF OKLAHOMA

FILED #

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IN RE:

PROCEDURAL RULES FOR
ELECTRONIC CASE FILING.

MICHAEL L. WILLIAMS, CLERK
U.S. BANKRUPTCY COURT
NORTHERN DISTRICT OF OKLA

MISC. ORDER 144

WHEREAS, Federal Rules of Bankruptcy Procedure 5005(a)(2), 9011, and 9029 authorize courts to establish practices and procedures for the filing, signing, and verification of documents by electronic means; and

WHEREAS, the United States Bankruptcy Court for the Northern District of Oklahoma has implemented its Case Management/Electronic Case Filing System (the "ECF System"), with an operational date of December 1, 2003; and

WHEREAS, the Judges of this Court desire to implement administrative procedures necessary to the operation of the ECF System in the United States Bankruptcy Court for the Northern District of Oklahoma;

NOW, THEREFORE, IT IS HEREBY ORDERED:

I. The Clerk of the Bankruptcy Court is authorized to implement and publish interim *Administrative Procedures for Filing, Signing and Verifying Pleadings and Papers by Electronic Means* (the "Administrative Procedures") in the United States Bankruptcy Court for the Northern District of Oklahoma, including the procedure for registration of attorneys and for distribution of passwords to permit electronic filing and notice of pleadings and other papers. In the event of a conflict between the Local Rules of the United States Bankruptcy Court for the Northern District of Oklahoma and these Administrative Procedures, the Administrative Procedures shall govern.

II. The electronic filing of a petition, pleading, motion, or other paper by an attorney who

is a registered participant in the ECF System shall constitute the signature of that attorney under Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011.

III. No attorney shall knowingly permit or cause to permit his/her password to be utilized by anyone other than an authorized employee of his/her law firm.

IV. No person shall knowingly utilize or cause another person to utilize the password of a registered user unless such person is an authorized employee of the registered user.

V. The electronic filing of a pleading or other paper in accordance with the Administrative Procedures shall constitute entry of that pleading or other paper on the docket kept by the Office of the Clerk under Federal Rule of Bankruptcy Procedure 5003.

VI. The Office of the Clerk shall enter all orders, decrees, judgments, and proceedings of the Court in accordance with the Administrative Procedures, which shall constitute entry of the order, decree, judgment, or proceeding on the docket kept by the clerk under Federal Rule of Bankruptcy Procedure 9021.

VII. Service

A. Whenever a pleading or other paper is filed electronically in accordance with the Administrative Procedures, the Office of the Clerk shall serve the filing party with a "Notice of Electronic Filing" by electronic means at the time of docketing.

B. The filing party shall serve the pleading or other paper together with the "Notice of Electronic Filing" upon all persons entitled to notice or service in accordance with the applicable rules, or, if service by first class mail is permitted under the rules, the filing party may make service in accordance with sub-paragraph (C) below.

C. If the recipient of notice or service is a registered participant in the ECF System,

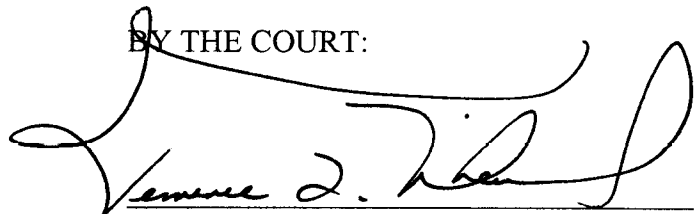
service by electronic means of the Notice of Electronic Filing shall be the equivalent of service of the pleadings or other paper by first class mail, postage prepaid.

- D. Service by electronic means is complete on transmission.
 - E. Service by electronic means is not effective if the party making service learns that the attempted service was not electronically delivered to the person to be served.
- VIII. Participation in the ECF System by receipt of a password from the Court shall constitute a request for service and notice electronically pursuant to Federal Rule of Bankruptcy Procedure 9036. Participants in the ECF System, by receiving a password from the Court, agree to receive service by electronic means.
- IX. The effective date of this Miscellaneous Order is December 1, 2003.

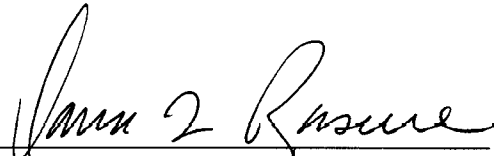
IT IS SO ORDERED.

Dated this 26th day of November, 2003.

BY THE COURT:

A handwritten signature in black ink, appearing to read "Terrence L. Michael", written over a horizontal line.

TERRENCE L. MICHAEL, CHIEF JUDGE
UNITED STATES BANKRUPTCY COURT

A handwritten signature in black ink, appearing to read "Dana L. Rasure", written over a horizontal line.

DANA L. RASURE, JUDGE
UNITED STATES BANKRUPTCY COURT